



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920

Division of
Design
Professionals

BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 23 July 2014
PLACE: 1511 Pontiac Avenue, Building 68-1 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, (Present from 2:33 p.m. – 3:54 p.m.), Vice-Chair Pilz, Secretary Sara Bradford, and Member John Carter
MEMBER ABSENT: Member Margaret E. Ryan
OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:32 p.m. – 3:54 p.m.)
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** – Vice-Chair Pilz called the meeting to order at 2:11 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Vice-Chair Pilz moved to approve the 25 June 2014 open meeting minutes subject to further discussion of Item #5 under New Business. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

Member Carter moved to approve the 25 June 2014 executive meeting minutes. Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

(3) **APPLICATIONS**

LA COA APPLICATIONS:

Initial COA Applications

1. CHA Consulting, Inc.
2. Wolf Lighthall, Inc.

Secretary Bradford moved to approve the initial Certificate of Authorization (COA) applications for *CHA Consulting, Inc. and Wolf Lighthall, Inc.* pending receipt of a “Certificate of Good Standing” from the Rhode Island Secretary of State’s office. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

(4) **OLD BUSINESS**

1. Rules and Regulations

The Rules and Regulations document is pending final Board review. Vice-Chair Pilz will revise the “finaldraft(2).doc” dated 04/21/2014 for some minor grammar edits and e-mail it to all Board members and Attorney Algee.

2. State Annual Building Officials Meeting

Member Carter suggested to wait and make the presentation with the Architects Board.

3. Certificate of Registration (COR) – (For Member Input)

The Board is waiting for the changes to be made by the Information Technology (IT) department. This matter is continued for review.

4. RI State Supplemental Exam (RI SSE) Study Materials List of Topics

(a) As discussed, Vice-Chair Pilz will revise the “Exam Instructions letter” to add the amendments regarding the suggested list of topics for review at the next meeting. The Board will review the “Exam Instructions letter” every year to align it with the current RI SSE. This matter was tabled for the revisions.

5. Certified Coastal Invasive Manager Training Program by Kate Venturini, URI Outreach Center – Member Carter attended and gave the Board a brief update. Discussion occurred about the stamping of plans.

(5) NEW BUSINESS

1. Review of the RI SSE results –

Secretary Bradford graded the exams but asked the board members to review a questionable answer in John O’Keefe’s identification section.

Secretary Bradford moved to accept the questionable answer as correct. Chair Dowhan seconded. Motion passed, three (3) in favor, one (1) against, one (1) absent. Voting in favor were Chair Dowhan, Secretary Bradford, and Member Carter. Vice-Chair Pilz voted against. Member Ryan was absent from the vote.

Secretary Bradford moved to establish the minimum pass score for the June 2014 RI SSE as 60%. Chair Dowhan seconded. Discussion occurred as to whether or not to set the pass score each year or make it a policy instead of voting on it every year. Secretary Bradford felt that if the exam changes, then the pass score could change. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

Secretary Bradford moved that any candidate that had a June 2014 RI SSE score of 60% passes. Chair Dowhan seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

All June 2014 SSE candidates had passing scores.

2. The Administration of the September 2014 RI SSE - will be administered on September 16, 2014.

3. Election of Officers

Vice-Chair Pilz moved that the current slate of officers remain the same. Member Carter seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

4. **Certificate of Authorization (COA) – Responsible Charge Person** – Vice-Chair Pilz is requesting that a draft COA Supplemental form, in addition to the renewal application, be sent to the person in responsible charge to acknowledge and certify that that person knows what they are being responsible for in terms of the landscape architect projects within the firm. A copy of the affidavit used by the Board of Registration for Professional Land Surveyors was provided as a sample. Minor edits were made.

The concern is that anyone can list a person in responsible charge without the person in responsible charge not knowing it. There is clearly no accountability of the person in responsible charge without a signature.

Vice-Chair Pilz will speak to Brian Riggs, Supervisor of the Division of Design Professionals, and explain to him the Board's concerns, issues and a possible solution. If no resolution can be reached, Vice-Chair Pilz will request that Mr. Riggs attend the September 24, 2014 Board meeting.

5. **Next meeting – 24 September 2014**

(6) **CORRESPONDENCE**

1. **CLARB July 2014 Member Board E-News** – CLARB keeps the Board informed through multiple communication e-mails. Vice-Chair Pilz attends the Region 1 Webinars and asked the Board if there was anything that they wanted to report. The Board requested that Vice-Chair Pilz ask if there are any difficulties with the online applications, and if there were any improvements to out-of the country application review process. CLARB indicated that there had been ongoing meetings and discussions. There is an international licensure type group that asked CLARB to pursue further their framework of getting some type of standards. It is moving forward.
2. **RIASLA (Rhode Island American Society of Landscape Architects) – Chapter News – July – August 2014** – So noted.
3. **Exam Pass Rates** – The Board received an e-mail request received from Will Green, University of Rhode Island, requesting the examination pass rates. The Board will respond via e-mail to Mr. Green that Rhode Island does not track candidates for the RI SSE per University/College. Chair Dowhan will contact Mr. Green. The Board will contact CLARB for the examination pass rates for the national examination.

(7) **EXECUTIVE SESSION**

Because of the nature of the following items, Chair Dowhan moved to convene into Executive Session at 3:23 p.m. pursuant to Rhode Island General Laws, §42-46-5(a)(2) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(4) for investigative proceedings regarding allegations of civil or criminal misconduct. Vice-Chair Pilz and Secretary Bradford seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

Chair Dowhan moved to adjourn from Executive Session and to reconvene to an open meeting at 3:54 p.m. pursuant to Rhode Island General Laws, §42-46-4. Vice-Chair Pilz seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

Chair Dowhan moved to seal the executive session and record the votes taken in executive session pursuant to RI General Laws §42-46-4 and §42-46-5. Vice-Chair Pilz seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote

Chair Dowhan moved to record the votes taken in executive session in accordance with RI General Laws §42-46-4 as follows: No votes were taken. Vice-Chair Pilz seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

Chair Dowhan moved pursuant to RI General Law §42-46-4 that the Board defer disclosure of all votes in executive session until such time as such disclosure would not jeopardize any strategy, negotiation, or investigation undertaken concerning RI General Law §42-46-5(a). Vice-Chair Pilz seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote.

In Executive Session pending matters, there are two (2) pending matters, comprised of two (2) investigation matters with one (1) Board Member absent and with no recusals.

(8) ADJOURNMENT

Member Carter moved to adjourn the meeting at 3:54 p.m. Chair Dowhan seconded. Motion passed, four (4) in favor, one (1) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, and Member Carter. Member Ryan was absent from the vote